

Staff Alliance

Draft Minutes

Tuesday April 8, 2008

10:00am-12:00 pm by audio conference

Fairbanks site: 212A

Audio Bridge: 800-893-8850, PIN 4236369

1. Call to Order and Roll Call

Megan Carlson, Chair, Staff Alliance
Paloma Harbour, Vice Chair, Staff Alliance
Dave Smith, President, UAA APT Council
Heather Swanson, President, UAS Staff Council
Kayt Sunwood, President, UAF Staff Council
Juella Sparks, President-Elect, UAF Staff Council
Dana Platta, Vice President, Statewide Administration Assembly

Others Present:

Jodi Shaver
Pat Ivey
Karl Kowalski, SW OIT
Ivan Show, UAS
Anne Sakumoto, SW HR

2. Adopt Agenda

MOTION Moved by Heather Swanson, seconded by Dana Platta, as amended passed without objection.

“The Staff Alliance moves to accept the agenda for the April 8, 2008 agenda. This action is effective April 8, 2008.”

3. Approve February 27, 2008 Minutes

<http://gov.alaska.edu/Staff/minutes/2008/02-27.pdf>

Item was not passed and will be tabled for next month.

4. External committee reports

4.1 External Review Committee – *Megan Carlson and Karl Kowalski*

[https://uascentral.uas.alaska.edu/prodonline/portfolio/STAFF_COUNCIL/Staff
Alliance?term=Spring-2008&behavior=UAS](https://uascentral.uas.alaska.edu/prodonline/portfolio/STAFF_COUNCIL/Staff_Alliance?term=Spring-2008&behavior=UAS)
<http://gov.alaska.edu/Staff/2008memoadvisory.pdf>
<http://gov.alaska.edu/faculty/2008-02-02.MacTaggartReport-final.pdf>
<http://gov.alaska.edu/SAA/MacTaggartSuggestions.pdf>

<http://gov.alaska.edu/SAA/DRAFTExtRevExecExpec-1.pdf>
<http://gov.alaska.edu/SAA/DRAFTExtRevSWtoANC.pdf>
<http://gov.alaska.edu/SAA/DRAFTExtRevHR29Feb09.pdf>
<http://gov.alaska.edu/SAA/DRAFTExtRevFACILITIES.pdf>
<http://gov.alaska.edu/SAA/DRAFTExtRevRISK.pdf>

Karl stated that OIT hopes to respond to the external review by becoming more transparent and establishing policies and practices that align MAU goals with those of SW.

OIT is evaluating the best way to migrate email addresses into one format, primarily on the UAF/SW campus. The options are to fix internal issues, leave things the same, or outsource the email system. Outsourcing is the most likely option, due to the fact that outsourced companies can offer more than the internal structure. It is expected that this would result in efficiency of cost and personnel resources. Likely outsourcing companies include Gmail and Microsoft.

He also stated that starting today Blackboard user id's have been moved to the standard UA username to try and make it easier.

Megan stated that the President has reconstituted the External Review advisory committee to evaluate the executive staff draft responses to the report recommendations. By the end of the week, Alliance members will share input on the draft responses through the website Heather developed. Members were encouraged to focus their feedback in areas where they feel they have the most expertise.

4.2 Human Resources Council – *Juella Sparks*

Business Council asked the Human Resource Council to clarify the tuition waiver policy and the courses that will be eligible. The list of eligible non-credit supervisory courses, which will be reviewed annually for accuracy, will also include courses that do not contain the word “manager” in their title. Supervisors will be expected to manually track employee usage to limit the number of non-credit courses to six per year.

The Leave Without Pay policy is being revised to clarify the requirement of exhausting annual leave before beginning LWOP.

Kate Ripley will be doing a study on the SW websites this summer to try and make them more user-friendly.

The step increase FAQ has been updated and has been sent out. It is unclear now whether temporary employees will be included in the 4.5% increase this July. No commitments have been made for years beyond FY09, but President Hamilton recognizes the importance of staff governance involvement in this discussion.

Student compensation will be revised next year to respond to the increased federal minimum wage.

4.3 HR Redesign project - *Juella Sparks*

Another process, staff training, has completed the HR redesign process. The redesign appears to be moving forward.

4.4 Business Council - *Dave Smith, Bobbi McCoy*

The Business Council meeting focused on the external review. It is unsure how it will be settled, but there was a lot of tension and concerns about the direction and how it will affect SW services. No changes to the draft responses have been received.

4.5 Student Services Council - *Kayt Sumwood*

Kayt was not available for a discussion.

4.6 IT Council - *Heather Swanson*

A security audit was conducted on OIT in the fall. OIT is working on responding to the recommendations from the audit, and will present to the BOR Facilities committee in April.

4.7 Wellness Task Force - *Heather Swanson*

No update.

4.8 Education Tech Team – *Heather Swanson*

No update.

4.9 Educational Leave committee – *Juella Sparks*

No update.

4.10 Joint Health Care Committee – *Heather Swanson*

The Committee met in March in Anchorage for a face to face to determine the new health care benefit rates for the upcoming year, and how to use the over recovery. A portion of the over recovery (\$4.3 million of about \$10 million) is being used to minimize the employee cost increase in FY09. The FY09 employee charges will go back to the FY07 rates, which is a 10% increase over FY08.

The committee's primary focus this year will be to reevaluate the benefits structure to create a more defined tier system.

The Committee may attend a conference in September in Washington D.C. and then on the return have a stop over in Seattle to meet with the vendors.

4.11 Staff Health Care Committee

Paloma met with Beth Behner and Mike Humphrey in regards to the continuation of the Staff Health Care Committee. There was support for continuing the committee, meeting slightly before each Joint Health Care Committee meeting.

This committee will meet in mid- to late-April to prepare for the April 30th JHCC meeting.

5. Staff Alliance Lead Goals - Committee Reports

5.1 Child and Family Friendly Policies – *Ivan Show, Heather Swanson, Juella Sparks*

UAS Professor Ivan Show spoke with the Alliance about the current status of the child care needs assessment survey. The total number of students and employees targeted was around 33K, and the goal was to reach 3300 people. As of this meeting, 1219 responses have been received, with 20-30 added each day. Faculty and staff responses are about twice the expected response, but students are much lower than anticipated. In particular, the Anchorage student response rate has been quite low. It is too soon to discuss the data received from the survey.

6. Integrated Advocacy – *Paloma Harbour, Kayt Sunwood, Megan Carlson*

Communication has been occurring via email, but the committee has not met since the last Staff Alliance meeting. The committee will meet again to discuss the legislative closeout, and talk about what activities can happen outside the legislative session.

7. Retiree Benefits–*Juella Sparks and Megan Carlson*

<http://gov.alaska.edu/Staff/retireeproposal.pdf>

Juella stated that she added more information in the proposal and will send it to the group for their thoughts.

8. Staff Alliance Supportive/Partnership Goals

8.1 Employee Relations

8.1.1 Health Care Update

No update.

8.1.2 Determination of future of Staff Health Care Committee

Was discussed earlier in the meeting.

8.1.3 Educational Leave and Release Time

http://gov.alaska.edu/saa/2007_draft_educational_leave_regVer_2.pdf

http://gov.alaska.edu/saa/2007_Educational_Leave_Review-Response-ver_2.pdf

Item is still in process and when they have an updated version Human Resources will send it out.

8.1.4 E-learning Update – *Anne Sakumoto*

Postcards announcing the SkillSoft program were mailed out to employees. SkillSoft will be available until January 30, 2009. Access points have been added through myUA and UAOnline.

Demonstrations have been scheduled for April 21st and 23rd to show how to navigate through the SkillSoft system.

Anne is recruiting volunteers to help look at developing a training plan, including looking at a couple of courses and determining which job family they align with. Contact Anne if you are interested.

8.1.5 Supervisory Training – *Anne Sakumoto*

No update.

8.1.6 The Wellness Program

A proposal to integrate the WIN for Alaska login through MyUA will be discussed at the May meeting. This would allow employees to reduce the number of logins they need to keep track of.

8.1.7 Other Employee Relations Issues

Staff Make Students Count Awards process

Heather has agreed to chair a working group with representatives from each MAU to establish shared guidelines for the selection of Staff Make Students Count Award winners. Each council president should nominate a member from their MAU to serve on this work group.

8.2 Student Success

8.2.1 Statewide Goal Attainment Steering Committee

<http://gov.alaska.edu/Staff/StudentSuccessSummary308.pdf>

No update.

8.2.2 MAU Efforts

UAA's Student Success Task Force is conducting an inventory of student success initiatives across the university.

9. Annual Legislative Advocacy Trip

9.1 Debrief of Lessons Learned and Thoughts for the Future

Tabled for May meeting.

10. Staff Governance Reports - SW, UAS, UAA, UAF

SW

SAA will be discussing a lot of the same issues as those on the Staff Alliance agenda (COLA issues, the external review) in their meeting tomorrow, 4/9/08. Any feedback received will be passed back to Staff Alliance. Elections end today and the count will occur before Friday. An employee awards ceremony is coming up.

UAS

The Council held its retreat last week, and Megan was able to join the first day. Retreat agenda items included the benefit plan, the Staff Make Students Count Award, sustainability, and speakers from the Alumni Association and the Native and Rural Students Center. The Council also held a safe zone training for students, faculty, and staff who are gay, lesbian, transgendered, intersexed, or questioning. Ketchikan has requested another training on their campus.

Their elections will be held the first part of May. Daily walking groups will start on Friday.

They are also instituting a hand washing campaign to combat epidemics of colds and other respiratory infections.

UAF

The main topics at the UAF retreat were the Chancellor search and the external review. She also discussed goals for next year and also listed out what they have accomplished so far this year. Staff Appreciation Day is also being planned right now and Juella is hoping for a BBQ instead of ice cream.

Juella also stated that some campus directors are planning to close campuses early for maintenance. Due to the impact on staff, she is talking with the directors to see how the situation can be rectified.

Public forums will be held to allow access to candidates for the interim chancellor position.

The Staff Council is preparing a first annual report to the Chancellor outlining activities of the previous year, and describing plans for next year.

UAA

The staff, student, and faculty governance groups have all passed motions asking President Hamilton to instate Fran Ulmer as the Chancellor of UAA.

Plans are under way for UAA's Community Celebration, which is a revised format for the Staff Development Day.

11. Items for Next Month's Agenda

WIN Alaska access through MyUA, legislative advocacy trip lessons learned, guidelines for Staff Make Students Count award, Staff Alliance budget, UA budget update, guidelines for Staff Health Care Committee

12. Comments

Conference committee on the operating budget is meeting this week. Identical items have passed, also some non-identical items have been passed including a decrement to the health program appropriation and inclusion of the cooperative extension funding.

Megan shared with the Alliance that she would be unable to serve as Staff Alliance Chair next year due to projects in her primary job. She asked the Alliance members to start thinking about whether they would be interested in serving as Chair next year.

13. Adjourn

Meeting adjourned at 12:12 pm